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WAR FOOD ADMINISTRATION
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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 30.1

Functional Statement and Operating Procedure for the Storage Division

I General

A. The Storage Division shall be responsible for procuring storage in accordance with program requirements as developed by the Program Management Division; conducts studies of proper diversification of storage of commodities from the standpoint of claimants' demands and warehouse economy; plans storage in such a way as to make commodities available to meet critical and emergency demands for immediate delivery; negotiates all contracts for dry, freezer, cooler, open, and bulk liquid storage; maintains inventory control records and collaborates with the Shipping Division in initiating programs to move stock which may be in danger of depreciation due to age; and orders commodities through the issuance of shipping instructions for the movement of commodities both in and out of storage in accordance with shipping commitments and programs of the Program Management Division.

II Organization

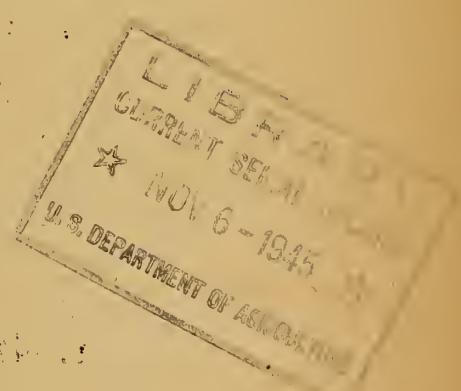
A. The organization of the Storage Division provides for three major operating sections which are outlined as follows:

1. Dry Allocations Section

a. Grain Products Unit

(1) Commodities

- (a) Rice
- (b) Beans
- (c) Peas
- (d) Garganzos
- (e) Seeds
- (f) Flour (White)
- (g) Semolina
- (h) Rye Flour
- (i) Soya Beans
- (j) Soya Flour
- (k) Soya Grits
- (l) Rolled Oats
- (m) Sugar (All types)
- (n) Cornstarch



b. Canned Edible Products Unit

(1) Commodities

- (a) Syrups
- (b) Canned Meats
- (c) Evaporated Milk
- (d) Condensed Milk
- (e) Canned Fruits & Vegetables
- (f) Canned Beans
- (g) Vinegar
- (h) Canned Chicken
- (i) Canned Turkey
- (j) Cnd. Fruit Juices (Single Strength)
- (k) Fish

c. General Commodities Unit

(1) Commodities

- (a) Cotton
- (b) Tobacco
- (c) Naval Stores
- (d) Special Foods (Grocery Store Lists)
- (e) Vitamins
- (f) Chemicals
- (g) Dry Skim Milk
- (h) Special Baby Foods & Formulas
- (i) Dry Whole Milk
- (j) Bulk Oils (All Types)
- (k) Drum Oils
- (l) Condiments & Spices

2. Cold and Associated Allocations Section

a. Fresh Fruits and Vegetables Unit

(1) Commodities

- (a) Dried Fruits
- (b) Fresh Fruits
- (c) Fresh Vegetables
- (d) Concentrated Fruit Juices
- (e) Concentrated Fruit Oils

b. Livestock and Meat Products Unit

(1) Commodities

- (a) Cured Rationalbe Meats
- (b) Frozen Meats
- (c) Salt Meats
- (d) Lard (All Types)
- (e) Pork Fat

(f) Shortening

(g) Oleomargarine

(h) Oleo Oil

c. Dairy and Poultry Unit

(1) Commodities

(a) Dried Eggs

(b) Shell Eggs

(c) Frozen Eggs

(d) Cheese

(e) Butter

(f) Butter Oil

(g) Carter's Spread

(h) Fowl

3. Contract & Reconditioning Section

a. Contract Unit

b. Reconditioning Unit

III Operating Policy and Responsibilities

A. Employees of the storage Division shall have responsibility for the work to which they are assigned and shall be responsible to their respective Chiefs, as follows:

1. Personnel assigned to the units are responsible to their respective Unit Chief.
2. Unit Chiefs shall be responsible for administrative and operating problems in the units and to their respective Section Chiefs.
3. The Section Chiefs shall be responsible for administrative and operating problems in the sections and to the Chief, Storage Division.

B. Unit and Section Chiefs shall maintain a flexible organization which will permit temporary detail of personnel from their regular assignments to handle unusual work volume or to meet particular problems.

IV Method of Operation

A. The functions enumerated for the Storage Division shall be carried on in the following manner by the designated organizations.

1. Office of the Chief

- a. Directs acquisition of storage in accordance with program requirements developed by the Program Management Division.
- b. Directs studies of proper diversification of storage of commodities from the standpoint of claimants' demands and warehouse economy, such studies to be conducted by the Allocation Sections.
- c. Plans over-all storage so as to make commodities available to meet emergency demands for immediate delivery.
- d. Collaborates with the Program Management Division to maintain constant turnover of stock in storage.
- e. Directs the maintenance of inventory control records.
- f. Directs negotiations of contracts for dry, freezer, cooler, open, and bulk liquid storage.
- g. Directs the ordering of commodities and issuance of shipping instructions for the movement of commodities into storage, and out of storage on instructions from the Program Management Division.

2. Allocations Sections

- a. Negotiates for storage through the medium of offers for storage, correspondence, telegrams, and telephone contacts on the basis of requirements set forth by the Chief, Storage Division.
- b. Prepares a notification, which includes all essential information, to the Contract Section on storage acquisition for the preparation of storage space contracts and bonds.
- c. Serves as liaison with ODT, War Department, and other governmental agencies requiring storage space to maintain information on storage availability.
- d. Determines allocation of commodities to and from warehouses.
- e. Maintains active visible records on the rates in force with the warehouses and the dates commodities are consigned to and from warehouses.
- f. Maintenance of inventory control records.
 - (1) The commodity units shall maintain warehouse inventory records using the car cards and warehouse inventory reports, such inventory to be maintained in the following order:

- (a) Commodity
- (b) State
- (c) Warehouse (alphabetical order)
- (d) Lot Number

g. Ordering of commodities and issuance of shipping instructions.

- (1) The Commodity Units shall order shipments out of storage on the basis of Requests for Deliveries, Form FDA 560, which are furnished by the Program Management Division, and in storage on the basis of purchase abstracts prepared by Procurement and Price Support, but furnished to Storage by Program Management.
 - (a) Order tickets, Forms FDA-600, 601, and 602 shall be prepared by the Commodity Units.
 - (b) Order tickets when prepared shall be transmitted to the Shipping Division for routing, securing of ODT permits, and Order ticket numbers.
 - (c) When order tickets are returned to the Commodity Units, shipping instructions shall be issued to the Regional Shipping and Storage Offices, vendor, or warehouses completing the shipment.
 - (d) When Washington is the billing office, shipping documents shall be prepared in the Document Servicing Section, Shipping Division.
 - (e) When reconsignments and diversions are necessary and Reconsignment Ticket, Form FDA 600, has been prepared, the ticket shall be transmitted to the Shipping Division for handling.
 - (f) Order tickets shall be carefully checked by each unit head before releasing to the Shipping Division.
 - (g) All order tickets shall be reproduced and distributed by the Document Servicing Section, Shipping Division.

3. Contracts and Reconditioning Section

- a. Prepares contracts and/or amendments to contracts, including contracts for operation and those covering purchases or leasing of warehouse properties on the negotiated basis by the Allocations Sections.

- b. Determines the need for performance bonds and secures those when required.
- c. Provides for the acquisition of periodic financial statements from warehouses.
- d. Makes analysis of warehouse inspection reports to determine suitability of specific warehouse facilities and recommends changes in OD warehousing policies to the Chief of the Division.
- e. Conducts a program for special handling of commodity stocks in warehouses, including fumigating, repackaging, and reconditioning of commodities.
- f. On the basis of information received from commodity branch inspectors and warehouse inspection reports, advises Procurement and Price Support Branch in the matter of disposing of out-of-condition stocks, and the Claims Division when any claim may be involved.

Eldon Richardson
Chief, Shipping and Storage Branch

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General

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